



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

November 10, 2008

Charles Robbins, Director of Workforce Training
Sonoma County Junior College District
1501 Mendocino Avenue
Santa Rosa, California 95402

Dear Mr. Robbins:

RE: **FINAL MONITORING VISIT REPORT** for **Sonoma County Junior College District, Santa Rosa Junior College – ET07-0230**

Date of the Visit:	November 6, 2008
Beginning/Ending Time:	12:30 – 1:45 p.m.
Date of Last Visit:	June 17, 2008
Visit Location:	1809 Albany Avenue, Santa Rosa
Persons in attendance:	Kathleen Kearney, ETP Coordinator, Santa Rosa Junior College; and Kristie Ohta, ETP Program Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/30/06 – 12/29/08	Agreement Amount:	\$309,320
Training Start Date:	January 8, 2007	No. to Retain:	424
Date Training must be Completed:	September 29, 2008	Trainee Hours:	40 & 60
Type of Trainee:	Retrainee		

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ETP (04/15/05)

FINAL REPORT SUMMARY:

HISTORY OF AGREEMENT CHANGES

The Agreement was executed on January 18, 2007 and training began January 8, 2007. Your staff reported that all training completed on September 29, 2008, which ensures the 90-day retention period will be completed within the term of the Agreement.

ETP approved a Technical Error Correction on July 10, 2007, added Continuous Improvement Skills to the Chart 1. This training was inadvertently left off the Chart 1 during development of the Agreement.

INTERVIEW WITH Kathleen Kearney, ETP Coordinator

- **What barriers, if any, did your company experience in implementing your ETP project?**

We did not experience any problems in implementing this Agreement. We have had continually positive experiences with the support from the Sacramento Office and our Program Analyst.

- **What problems, if any, did your company experience with ETP record keeping?**

We tried in the early days of our program to use the on-line tracking system, but found it still filled with glitches. It seems to lack intuitive programming, it's difficult to determine what the problem is as it seems to be global. It did not work for us! We are using it on our new Agreement and have had lots of problems getting started. There were problems with how things were entered in the system from ETP's side.

- **What assistance could ETP have provided that would improve the process for future Contractors?**

We received all required assistance. The Program Analyst and those in Sacramento waived the requirement of our using the on-line tracking system and allowed us to use our tracking system. We have a range of hours in our new Agreement and we will be using ETP's On-Line Tracking System for all jobs.

- **How did your participating employers benefit from the ETP training?**

Our participating employers repeatedly told us how they were very grateful of the chance to boost their employee's skill levels; their employee involvement in the ETP training translated into greater attendance and less absenteeism; and one employer was named "One of the Best Places to Work in Sonoma County". The employees said it was the training that made the company a great place to work. The companies have been able to weather the current economy because of their employees being more efficient and able to produce more products in less time. Thank you ETP!

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	303	Completed Retention:	250
Dropped Following Enrollment:	26	In Retention Period:	27
Completed Training:	277		

Ms. Kearney provided Ms. Ohta with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 277 trainees (65% percent of planned retentions) for a total reimbursement of \$190,157 (61 percent of the encumbered amount). Ms. Kearney stated that the closeout invoice will be submitted by January 29, 2009.

ATTENDANCE ROSTERS:

Ms. Ohta reviewed rosters for 34 trainees. She found the rosters to meet ETP requirements for documenting the training. Ms. Kearney's tracking system is arranged by participating employer and rosters were reviewed for each of the participating employers. Ms. Kearney has two groups of trainees in the retention period.

AUDIT:

Sonoma County Junior College District, SRJC will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit or "review". These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked during training
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or concerns regarding this report, please contact Kristie Ohta at 916-327-5586 or at kohta@etp.ca.gov within ten days of receiving this letter.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office



Kristie Ohta, Contract Analyst
Sacramento Regional Office

cc: Kathleen Kearney, ETP Coordinator (kkearney@santarosa.edu)

David Guzman, Chief, Program Operations
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File